



BOARD OF BARBERING AND COSMETOLOGY

P.O. BOX 944226

SACRAMENTO, CA 94244-2260

INFORMATION: (916) 323-9020

www.dca.ca.gov/barber



INSTRUCTIONS FOR APPLICATION FOR RE-EXAMINATION

Use the following checklist to make sure you send all necessary documents to the Board.

- ☐ A. Completed and signed *Application for Re-Examination*. Read the instructions and make sure all questions are answered and that you sign and date the application.
- ☐ B. Appropriate fee. See the list of Exam Categories and Fees on the front of the application. This will show the fee for each exam. A separate application is necessary for each examination you wish to take. Include a check or money order made payable to the Board of Barbering and Cosmetology. Do not send cash.
- ☐ C. If you requested the use of an interpreter or interpreter/model, you must complete Forms G and H and include two **identical** 1 1/2" x 1 1/2" signed photographs of the interpreter or interpreter/model.
- ☐ D. If you answered "YES" to question #13, please attach, for each conviction, the certified Court documents to your application.

USE OF AN INTERPRETER OR INTERPRETER/MODEL

Each applicant must have **prior written authorization** from the Board to use an interpreter or interpreter/model during the examination. To obtain authorization, the applicant must complete Form G (*Request for Use of an Interpreter or Interpreter/Model*). The interpreter or interpreter/model must complete Form H (*Authorization to Use an Interpreter, Interpreter/Model*) and provide two identical 1 1/2" x 1 1/2", signed on the back by the interpreter or interpreter/model. The Form H and the two identical photographs must be returned to the applicant to file with the application for re-examination. **THE APPLICANT CANNOT CHANGE INTERPRETERS OR INTERPRETER/MODELS UNLESS NEW FORMS (G & H) AND PHOTOGRAPHS ARE RECEIVED AND APPROVED BY THE BOARD at least 15 DAYS PRIOR TO THE APPLICANT'S SCHEDULED EXAMINATION DATE.**

Please refer to #10 on side 2 of "Instructions for Requesting an Interpreter or Interpreter/Model" (Form 03B-125), to see if you meet the qualifications for requesting the use of an interpreter or interpreter/model.

APPLICANTS WITH DISABILITIES

The Board provides reasonable accommodations for applicants with disabilities that may affect their ability to take the required licensing examination. Applicants needing special accommodations should contact the Board by telephone, or in writing, to obtain a "*Special Accommodation Request for Examination*" form. This form must be completed by a medical professional and returned to the Board for evaluation. The "*Special Accommodation Request for Examination*" form and any necessary medical documentation must be completed and returned to the Board for approval before an examination date can be scheduled. Forms G & H may be required if the "Reasonable Accommodation" you are requesting includes the use of a reader or signer.

The following instructions will help ensure that your application packet is correct and complete. They will also give you the information you need to know before appearing for your examination.

1. APPLICANT'S NAME

Fill in your first, middle, and last name (legal name only) as you want them to appear on your license.

NOTE: If you have a name change between the time this application is submitted and your scheduled date of examination you **MUST** provide documents at the examination site to substantiate the name change such as a marriage certificate or divorce papers. Failure to do so will result in you being denied admission to the examination and you will have to submit a new application and pay a new fee to be scheduled for another test date. The name on your government-issued photographic identification **MUST** match Board records before you can be admitted into the examination facility.

2. MAILING ADDRESS

Fill in the address where you receive your mail. (Include an apartment number if applicable.)

3. SCHOOL CODE

Fill in the 3-digit number of the California school from which you graduated. This number is on your "Proof of Training Document". If you did not attend school in California, please leave blank.

4. DATE OF BIRTH

Fill in the month, day and year you were born, for example (MM/DD/YY).

5. TELEPHONE NUMBER

Fill in your telephone number, including area code.

6. SOCIAL SECURITY NUMBER

Fill in your social security number. *Disclosure of your social security number (or federal employer identification number "FEIN") is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 USCA Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number or FEIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number or your FEIN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.*

7. I WOULD LIKE TO TAKE THE COSMETOLOGIST EXAMINATION IN SPANISH.

Mark YES if you want the cosmetologist examination in Spanish or NO if it does not apply.

8. I WOULD LIKE TO TAKE THE MANICURIST EXAMINATION IN JAPANESE.

Mark YES if you want the manicurist examination in Japanese or NO if it does not apply.

9. I WOULD LIKE TO TAKE THE MANICURIST EXAMINATION IN VIETNAMESE.

Mark YES if you want the manicurist examination in Vietnamese or NO if it does not apply.

10. I WILL BE USING AN INTERPRETER OR INTERPRETER/MODEL

Mark YES if you will be using an interpreter (for the written exam) or an interpreter/model (for both the written and practical exams). Mark NO if this does not apply.

NOTE: You MAY NOT be authorized to use an interpreter or interpreter/model if any of the following apply to you:

- If you are taking the cosmetology examination and your native language is *Spanish*, you CANNOT use an interpreter or interpreter/model since the examination is available in Spanish.
- If you are taking the cosmetology examination and your native language is *Vietnamese*, you CANNOT use an interpreter/model since the practical examination is available in Vietnamese; however, an interpreter MAY be used for the written part of the examination.
- If you are taking the manicurist examination and your native language is *Japanese* or *Vietnamese* you CANNOT use an interpreter or interpreter/model since the entire examination is available in Japanese and Vietnamese. If your native language is *Spanish* you MAY use an interpreter for the written manicurist examination.
- If you are taking the esthetician examination and your native language is *Spanish* or *Vietnamese* you CANNOT use an interpreter/model since the practical examination is available in Spanish and Vietnamese. However, an interpreter MAY be used for the written part of the examination.

IF YOU WISH TO TAKE EITHER THE WRITTEN OR PRACTICAL EXAMINATION IN A LANGUAGE OTHER THAN ENGLISH, YOU **MUST SPECIFY, ON THE APPLICATION, THE LANGUAGE IN WHICH YOU WISH TO TAKE THE EXAMINATION.**

(Please refer to "Instructions For Requesting an Interpreter or Interpreter/Model," Form 03B-125)

11. I WOULD PREFER TO TAKE MY EXAMINATION IN NORTHERN CALIFORNIA OR SOUTHERN CALIFORNIA

Mark the location most convenient for you:

Northern California (Fairfield)

Southern California (Los Angeles)

12. OPTIONS FOR RE-EXAMINATION

Mark the appropriate re-examination option based on the following:

Barbers: The total possible score for the barbering exam consists of 100 points: The practical part is valued at 80 points and the written portion is valued at 20 points. An overall average of 75 percent shall be the passing score for the barbering exam. If you achieved less than 75 percent you will be required to take the practical and written exam.

Others: A passing score for the practical examination is 225 points. A passing score for the written examination is 70 points. A total combined passing score of 300 is required in order to receive a license. If you achieved this minimum and/or passing score on only one part of the examination, the score is good for one year. You have one year from the date you achieved this minimum and/or passing score to retake the part of the examination you failed. **After one year you must retake both parts of the examination.** If you get a minimum score on both parts of the examination you may elect to retake one and/or both portions of the examination.

13. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR ENTERED A PLEA OF NOLO CONTENDERE (NO CONTEST), FOR A CRIMINAL OFFENSE, FELONY, OR MISDEMEANOR, OTHER THAN FOR A MINOR TRAFFIC VIOLATION?

If YES, write in the specific information requested: crime, date of conviction, city, county, and state in which convicted, and the sentence received for each conviction. In addition, you must provide the following certified documents for each offense: 1) Court documents must show final disposition, sanctions, and sentence imposed. 2) Court documents must show that all sanctions and sentences have been satisfied.

14. HAVE YOU EVER SERVED AS AN INTERPRETER OR INTERPRETER/MODEL?

If you answered "YES" to this question, please provide the date that you served as an interpreter or interpreter/model.

15. HAVE YOU BEEN LICENSED IN ANOTHER STATE?

If you answered "YES" to this question, list the state, your license number and its expiration date.

**ALL APPLICANTS SIGN AND DATE your application (or it will be returned to you).
The Board may deny your license if you provide false information on the application.**



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APPLICATION FOR *RE-EXAMINATION*

The information is required by provisions of the Barbering and Cosmetology Act and Rules and Regulations of the Board of Barbering and Cosmetology. All items are mandatory. Failure to provide any of the requested information may result in the application being rejected as incomplete. This information will be used to determine qualifications for examination under the California Barbering and Cosmetology Act.

(Please type or print legibly in ink)

Examination Categories and Fees (check only one box)

Barber.....\$50 ☐ Cosmetologist.....\$50 ☐ Electrologist.....\$50 ☐ Esthetician.....\$40 ☐
 Manicurist....\$35 ☐ Barber Instructor.....\$50 ☐ Cosmetology Instructor.....\$50 ☐

1. NAME		First	Middle	Last
2. ADDRESS				
Street and Number		Apt #	City	State Zip Code
3. SCHOOL CODE	4. BIRTH DATE (MM/DD/YY)		5. TELEPHONE NUMBER	6. SOCIAL SECURITY NUMBER
			()	

(For Cosmetologist Applicants Only)

7. I would like to take the cosmetologist exam in **SPANISH**.

Yes ☐ No ☐

(For Manicurist Applicants Only)

8a. I would like to take the manicurist examination in **JAPANESE**. Yes ☐ No ☐

8b. I would like to take the manicurist examination in **VIETNAMESE** Yes ☐ No ☐

9. I am not available to take the re-examination on the following date(s).

10. I will be using an interpreter or interpreter/model.

Yes ☐ No ☐

If yes, my native language is: _____

(Please see #10 of attached instructions)

11. I would prefer to take my examination in (mark one)

- ☐ Northern California (Fairfield)
☐ Southern California (Los Angeles)

12. Options for Re-Examination: (Read the attached instructions before answering)

- ☐ I am applying to take ONLY the practical exam
☐ I am applying to take ONLY the written exam
☐ I am applying to take the practical and written exam

13. Have you ever been convicted of a criminal offense, felony, or misdemeanor (or entered a plea of nolo contendere) other than a minor traffic violation? (Convictions dismissed under Penal Code Section 1203.4 must be disclosed.) If answer is "YES", list for each conviction: (a) actual crime for which convicted, (b) date of conviction, (c) city/county and state in which convicted, and (d) sentence received.

Yes ☐ No ☐

(If additional space is required, include a separate sheet of paper.)

14. Have you ever lived outside California?

Yes ☐ No ☐

15. Have you ever been licensed in another state or country? If "YES", please identify the state or country, license number and expiration date of license.

Yes ☐ No ☐

State or Country of Licensure

License Number

Expiration Date

"I declare under penalty of perjury, under the laws of the State of California, that all information contained on this application for licensure and any accompanying documents is true and correct, with full knowledge that all statements made in this form are subject to investigation, and that ANY FALSE OR DISHONEST ANSWER TO ANY QUESTION MAY BE GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF LICENSE."

X

Signature of Applicant

Date

Application for Re-Examination (Side two)

If you have previously filed an Application for Examination for a license issued by the California Board of Barbering and Cosmetology OR the California Bureau of Barbering and Cosmetology, OR the California Barbering and Cosmetology Program, OR the California Board of Barber Examiners, OR the California Board of Cosmetology please provide the following information:

Examination previously applied for: _____

Approximate date of filing: _____

Application listed under name(s) of: _____

Instructor Applicants Only

California Barber or Cosmetologist License Number : _____ Expiration Date : _____

PHOTOGRAPHIC IDENTIFICATION REQUIRED FOR ADMITTANCE TO EXAMINATION FACILITY:

For purposes of identification at the Board's examination facilities, all applicants, models, interpreters, and interpreter/models must present one of the following government-issued photographic identification cards upon entering the examination facility:

- 1) Driver's License - any state or country
- 2) State Issued Identification - any state
- 3) Military Identification – DD2,DD2A
- 4) United States Passport
- 5) Resident Alien – I-551
- 6) Employment Authorization – I-7666, I-688B
- 7) Certificate of United States Citizenship
- 8) United States Citizen Identification Card – I-197
- 9) Alien resident Card – I-151
- 10) Temporary resident Card – I-688

Please note that the identification card must be currently valid and the photograph must be recognizable as the person to whom the identification card was issued.

The information on this application is maintained by the Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260, under the authority granted by the Business and Professions Code, the Barbering and Cosmetology Act, Division 3, Chapter 10, Sections 7301 and following.

It is mandatory that you provide all information requested. Omission of any item of information will result in the application being rejected as incomplete.

Your completed application becomes the property of the Board of Barbering and Cosmetology and will be used by authorized personnel to determine your eligibility for the examination for which you are applying. Information on your application may be transferred to other governmental or law enforcement agencies.

You have the right to review the records maintained on you by this Board, unless the records are otherwise exempt from disclosure.

FOR OFFICE USE ONLY :

Exam Information:

Previous Score:

Previous Date: